



# How to hire Technical Consultants

## What are Technical Consulting Services?

Technical Consulting Services may include strategic planning, specialized training, conflict resolution, needs assessments, IT consulting, workforce planning and reorganization, audits, appraisals, ecological studies, market research, and various other types of consulting services.

Technical Consultants are generally chosen based on their qualifications, their approach to a specific scope of work, the consultant's previous work experience, and their proposed price.

## Who conducts the procurement?

- A Request for Proposal (RFP) *under* \$50,000 may be procured by your department.
- An RFP *over* \$50,000 is advertised and procured through Procurement & Payables Section (P&P).
- You may use a waiver in limited circumstances.
- You might consider a Request for Qualifications (RFQ). RFQs are designed to find the contractor who is most qualified to perform a service, with the scope of work unspecified at the time of solicitation. RFQs are also used to establish a "pool" of qualified firms that can perform specific services using Work Orders.

Once the evaluation process is complete, your department can execute a Technical Consulting Services contract with the most qualified contractor.

## Talk to the Experts

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